

**CITY OF ATLANTA  
ADVERTISEMENT FOR RFP**

Please be advised that sealed Proposals for **FC-7595, Pre-Employment Background Screening Services** will be accepted by the Department of Procurement ("**DOP**"), Suite 1900, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303-0307, on **Wednesday, December 3, 2014**. All proposals submitted must be sealed, and time stamped in no later than 2:00 p.m. on the stated date.

**\*\*ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.\*\***

Proposals will be publicly read at 2:01 p.m. on the respective due date in Suite 1900, at the above address.

**SCOPE OF WORK:** The City's DOP, on behalf of the Department of Human Resources ("**DHR**"), is seeking proposals from qualified proponents to provide pre-employment background screening (includes if criminal, educational, and previous employment) of all City applicant finalists before job offers are made/confirmed.

A **Pre-Proposal Conference** will be held on **Thursday, November 13, 2014 at 11:00 a.m.**, at 55 Trinity Avenue, Suite 1900, City Hall South, Atlanta, Georgia 30303. The purpose of the Pre-Proposal Conference is to provide the proponents with information regarding the project and to address any questions and concerns. There will be City representatives from the Human Resource Department will be present to discuss the scope of services, the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements, The Ethics Office to address the Ethical Guideline for Contracts and the Office of Risk Management to address any bonding/insurance requirements. Proponents are strongly urged to attend the Pre-Proposal Conference to obtain general information regarding the solicitation document.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available for review/purchase at a cost of **\$50.00** as of **Thursday, October 30, 2014** between the hours of 8:15 a.m. - 5:00 p.m., in the DOP's Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; therefore, payment is non-refundable.

This RFP is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Proponent's possession and the version maintained by DOP, the version maintained by the DOP shall govern.

You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Ms. Mimie Woods, Contracting Administrator Officer, at [mwoods@atlantaga.gov](mailto:mwoods@atlantaga.gov), to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.

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The City reserves the absolute right to reject any and all Proposals and to waive any technicalities.